

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 18 November 1959

FROM : Deputy Chief, Plans, Research and Administration

SUBJECT: Weekly Activities Report

NSA review completed

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

1. [] made a trip to NSA on 17 November to talk with [] who are composing tests in Jawi Malay and Lao respectively. [] informed him that [] is a typist extraordinary, a specialist in typing exotic languages. [] plans to use him for typing languages such as Lao, Thai, and Burmese.

2. We are deeply grateful to 3SO for their assistance in providing overtime help to operate the language labs, while searching for a replacement for []

3. [] visited FSI to explore the availability of Brazilian, Portuguese, and Slovak tapes and texts to add to the IAS tape library. [] agreed to make copies available to IAS within 30 days.

4. [] is on annual leave this week, visiting New York to explore the possibility of employment in that area.

5. [] is doing a fine job operating the Eye building language laboratory.

6. We are pleased to have [] from the pool transcribing the taped lectures and discussions from the overseas effectiveness course, and generally assisting in some of [] work.

7. Thirty-five people reported for written proficiency tests last week in Albanian, French, Icelandic, Italian, Swedish and Turkish.

8. Forty-five orals were given this past week in Chinese, Dutch, French, Italian, Romanian, Russian, Spanish and Swedish.

9. Forty-nine Certifications for Language Award certificates were sent to the Registrar this past week.

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